

# Event Coordinator

Hillel Lodge LTC Foundation | Ottawa, Ontario | Summer 2026

Canada Summer Jobs Position | 37.5 hrs/week | \$17.60/hour |  
Reports to: Executive Director & Development Coordinator

## The Opportunity

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This summer, the Hillel Lodge LTC Foundation offers an excellent opportunity for a motivated young professional. As our Summer Event Coordinator, you will play a central role in one of Ottawa's most cherished community fundraisers — the **18th Annual Biking for Bubbies & Zaidies**, scheduled for September 16, 2026.

This isn't a basic filing or coffee-making role. You will gain practical experience in event planning, donor relations, community outreach, and communications — all within a welcoming, mission-focused organization that genuinely supports your development. From your first week to your last, you will do meaningful work that makes a real difference for the seniors and residents with disabilities who call Hillel Lodge home.

This position depends on funding from Canada Summer Jobs and is available to youth aged 15 to 30 who are Canadian citizens or permanent residents.

## About Hillel Lodge LTC Foundation

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Our donors, volunteers, and community partners share a common belief: that Ottawa's seniors and residents with disabilities deserve the very best.

Biking for Bubbies & Zaidies is more than just a fundraiser — it is a community celebration that unites people from all backgrounds to honour our elders, encourage inclusivity, and raise awareness of the special needs of long-term care residents. Every dollar raised directly supports programs and services at the Lodge.

## What You'll Do

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### At the Heart of the Event

You will serve as one of the main organizers of the Biking for Bubbies & Zaidies and will be involved from the planning stage. Your responsibilities will include:

- Supporting logistics from venue coordination to participant registration and day-of execution.
- Developing creative engagement strategies to increase attendance and improve participant experience.
- Coordinating volunteers and liaising with vendors and sponsors.
- Tracking revenue and expenses.

### An Ambassador

- You will serve as a frontline representative for the Foundation.
- Handling incoming calls, emails, and inquiries with professionalism and warmth
- Acting as a contact for donors, participants, volunteers, and community members
- Assisting with sponsor cultivation and participant communications

## Create Content That Inspires Action

You will support the Foundation's marketing and communications efforts by:

- Drafting promotional materials, social media posts, and event updates
- Assisting with reporting and writing tasks, including the use of AI tools
- Helping produce materials that showcase why this work is important

## Collaborate and Contribute

You will be a full member of the team, not just a summer observer:

- Participating in weekly team meetings and relevant committee sessions
- Collaborating closely with the Development Coordinator, Executive Director, and Event Committee
- Contributing fresh ideas to brainstorming sessions to increase participation and event revenue

## What You Bring

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We are not looking for a finished product — we are looking for someone with the right foundation and the drive to grow. You bring:

- Enthusiasm for community, events, and making things happen
- Strong organizational skills, attention to detail and comfort managing multiple tasks at once
- A warm, professional communication style in person, on the phone, and in writing
- Comfort with (or curiosity about) technology, including Microsoft Office and social media platforms
- An interest in nonprofit work, fundraising, healthcare, or community development
- Familiarity with the Ottawa Jewish community and its culture is an asset
- Hebrew or Yiddish is a bonus

## Why This Summer

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The Hillel Lodge LTC Foundation is a place where your work will have meaning from the very first week. You will leave this role with a professional reference, a more developed skill set, and a genuine connection to a community that cares about its most vulnerable members.

**Canada Summer Jobs Eligibility: Applicants must be between 15 and 30 years of age at the start of employment and be a Canadian citizen or a permanent resident. Working in Long-term Care, you must have: a recent vulnerable sector police records check, be up to date with your Covid vaccines, proof of a negative 2-step TB Test and complete the surge training before your start date. We can assist the successful candidate with each of these requirements.**

**Position Details** Funded by Canada Summer Jobs | 37.5 hrs/week | \$17.60/hour | Ottawa, ON | Reports to: Executive Director and Development Coordinator

*Hillel Lodge LTC Foundation is committed to an inclusive recruitment process and welcomes applicants of all backgrounds.*